



**TEXAS DEPARTMENT OF HEALTH  
AUSTIN TEXAS  
INTER-OFFICE**

**TO:** WIC Regional Directors  
WIC Local Agency Directors

**FROM:** Barbara Keir, Division Director  
Division of Public Health Nutrition and Education  
Bureau of Nutrition Services

Original Signed

**DATE:** June 20, 2003

**SUBJECT:** Clinic Assessment Manual and Revised/Updated Texas Nutrition Risk Manual

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The State Agency has developed a Clinic Assessment Manual that will be available for all clinic staff to use as a reference during nutrition assessments and the certification process. A revised/updated administrative version of the Texas Nutrition Risk Manual will also be sent to each local agency administrative office. This memo details important information related to each manual. Both manuals will be shipped to the local agencies during the month of July.

### **Clinic Assessment Manual**

The Clinic Assessment Manual will replace the Texas Nutrition Risk Manual currently used in the clinics. The Clinic Assessment Manual will include: 1) a clinic version of the Texas Nutrition Risk Manual, and includes the definition for each risk code, a clarifications/guidelines section, and an edited version of the justification section; please note the reference section is not included in the clinic version, 2) guidelines for performing and documenting a complete nutrition assessment, 3) instructions for completing the required forms, and 4) other reference materials to help clinic staff during the certification process.

Please instruct all clinic staff to remove the pages from the Texas Nutrition Risk Manual binder and replace with the materials included for the Clinic Assessment Manual. Enough copies will be sent to each local agency to ensure all staff members performing nutrition assessments will have a copy at his/her desk.

### **Texas Nutrition Risk Manual, administrative version**

The revised/updated administrative version of the Texas Nutrition Risk Manual includes changes we have received from USDA over the past year; please note the revision date 5/03. The administrative version is identical to the current Texas Nutrition Risk Manuals, except a Clarifications/ Guidelines section had been added to help interpret and accurately assign risk codes. Each local agency will receive only one copy of the administrative manual; it is intended to serve as a back-up copy of the Texas Nutrition Risk Manual on the WIC website. The Texas Nutrition Risk Manual can be accessed and downloaded at:

<http://www.tdh.state.tx.us/wichd/nut/risk-nut.htm>.

If you have any questions or need further information, you may reach Isabel Clark, Clinical Nutrition Specialist, at 512-458-7111, ext. 3489 or [Isabel.Clark@tdh.state.tx.us](mailto:Isabel.Clark@tdh.state.tx.us).